

grant program* **OPERATION UNDERGRAD 2004-2005 *



Virginia Department of
Alcoholic Beverage Control
Education Section/Operation Undergrad
2901 Hermitage Road
Richmond, Virginia 23220

*operation undergrad

Operation Undergrad is a grant program designed to help colleges and universities develop and enhance partnerships among college and local law enforcement departments, regional offices of the Department of Alcoholic Beverage Control (ABC), community organizations, and college substance abuse coordinators. The Virginia Department of Alcoholic Beverage Control will award eight grants, up to \$7,500 per grant, to college law enforcement offices for the 2004-2005 academic year. Funding for these grants is made possible through the Office of Juvenile Justice and Delinquency Prevention.

OPERATION UNDERGRAD GRANT PRIORITIES:

1. Deterring underage use, purchase, possession, and sale of alcohol.
2. Encouraging campus and community involvement in enforcing Virginia's alcohol laws.
3. Enhancing and expanding collaborative efforts among campus law enforcement or security, local ABC agent(s) and local law enforcement.
4. Discouraging of-age providers from supplying alcohol to underage individuals.
5. Educating students on the legal, health, and personal implications of breaking Virginia's alcohol laws.

TO BE CONSIDERED FOR A GRANT, GRANT APPLICANTS ARE EXPECTED TO DO THE FOLLOWING:

- Design or enhance enforcement projects that will increase the role of campus security (or campus police) in combating illegal use and consumption of alcohol.
- Collaborate with various campus and community groups including student organizations, local law enforcement agencies, and university student services in carrying out your project(s). Show evidence of a good working relationship between campus law enforcement or security and the campus substance prevention office.
- Review current policies and enforcement procedures in relation to substance abuse issues. Emphasize enforceable policies and procedures.

HOW TO APPLY:

Complete the enclosed Operation Undergrad 2004-2005 Grant Application Form.

TIME LINE

June 4, 2004 –

Applications Due to ABC Education by 5:00 p.m.**

June 25, 2004 –

Grant Award Letters Mailed

December 3, 2004 –

Progress Report Due to Education by 5:00 p.m.

May 31, 2005 –

Grant Project Ends (All funding to be spent)

June 24, 2005 –

Final Report Due to Education by 5:00 p.m.

*** Faxes and e-mails will not be accepted for the grant application.*

YOUR GRANT APPLICATION IS DUE JUNE 4, 2004 AT 5:00 PM.

Please note that this is the deadline date the application must be received, not the postmarked date. Note: Faxes and e-mails will not be accepted for the grant application.

Please mail your original and four unbound copies of your grant application to the following address:

Virginia Department of Alcoholic Beverage Control
attn: Education Section/Operation Undergrad
2901 Hermitage Road
Richmond, VA 23220
Phone (804) 213-4688



*operation undergrad

THE INSTITUTION OF HIGHER EDUCATION

The institution of higher education will play the project leadership role and will receive all award checks.

PROJECT ADMINISTRATION

The Project Coordinator listed on the application will be the Virginia Department of Alcoholic Beverage Control's contact for the project. The coordinator should be a staff member from the campus law enforcement or security department and should be closely involved with all aspects of the project through the duration. The coordinator must be accessible by phone and e-mail.

* PROJECT DESCRIPTION [80 points]

YOUR PROJECT DESCRIPTION SHOULD NOT EXCEED FIFTEEN PAGES. PLEASE USE THE HEADINGS LISTED BELOW:

Summary of Current Enforcement Efforts – Briefly describe a summary of current alcohol enforcement efforts underway on campus. Show examples of collaboration among agencies and organizations and how the current efforts will fit in with the proposed project. Describe how your campus-community is using environmental strategies and how this grant will help the advancement of these strategies. You may refer to this Web site for more information on environmental strategies: <http://www.edc.org/hec/framework/>. *(This summary should not exceed two pages.)* [10 points]

Executive Summary – Include a brief summary of needs, the goal(s) of this grant, desired outcomes, and key activities proposed. *(This summary should not exceed one page.)* [5 points]

Objectives & Strategies – State the goal(s) and objective(s) of your grant using these components:

1. Who is your targeted audience?
2. What change are you expecting with your targeted audience?
3. How will this change occur?
4. How much change do you think will occur?
5. How will you evaluate your project in terms of your desired outcomes?

List the strategies used to achieve each objective. Indicate the starting and completion dates within the grant timeline: June 25, 2004 – May 31, 2005. Be clear and concise. *(This should not exceed five pages.)* [20 points]

Timeline – Timeline should be a separate component of the grant application. It should include the goal; objectives and the strategies related to each objective, including action steps, resources needed, responsible person for each task; the completion date; and evaluation steps. *(This should not exceed two pages.)* [20 points]

Evaluation – Describe your plan for evaluation. Focus on the goal of the grant. What is your end result? Focus on your objectives and the methods/strategies by which they will be assessed. Include a description of all evaluation instruments you intend to use. Include both qualitative and quantitative measures of evaluation. Include evaluation components within your timeline. *(This should not exceed two pages.)* [20 points]

Plan for Continuation – Outline your plan for continuation after the grant funding has ended. *(This should not exceed one page.)* [5 points]

* ITEMIZED BUDGET JUSTIFICATION [15 points]

Any item listed in the budget MUST be mentioned somewhere in the project description and the budget justification. A brief justification statement must accompany the proposed budget. The justification should clearly explain why each expense is necessary for the proposed project. *(This should not exceed one page.)* [10 points]

Budget items may include, but are not limited to: overtime enforcement efforts, instructional materials and supplies, transportation costs for various activities, refreshments, guest speakers or presentation fees, printing, postage, and media materials. Each applicant may apply for up to \$7,500.

Funds are limited. ABC reserves the right to partially fund any proposals.

Please note that this grant DOES NOT support the following: pre- or post-prom parties, giveaways, graduation parties, operating expenses, personnel salaries, indirect costs or general conference attendance expenditures.

Additional Funding – Please identify other related funding which has been or will be received by your department and describe how programs and activities supported by those funds will be coordinated with the new programs and activities being proposed in this application. *(This should not exceed one page.)* [5 points]

COMPLETING THE APPLICATION...

* LETTERS OF SUPPORT [5 points]

Attachment

Four letters of commitment and support from existing or new partners (e.g., local law enforcement, project partners, and ABC agent) should be included in the proposal. The committee will review the quality of the letters.

* SIGNATURE

The applicant will serve as the fiscal agent for the program and therefore accepts fiscal responsibility for the funded project. The lead administrator should review the application and sign on behalf of the organization. The project coordinator's signature is also requested.

APPLICATION SUBMISSION

Applicants must submit an original and four unbound copies of the ABC Operation Undergrad grant application. The Virginia Department of Alcoholic Beverage Control Central Office must receive grant applications by 5 p.m. on Friday, June 4, 2004. **We will not accept grant applications by facsimile or e-mail.** Hand deliveries may be made at the ABC Central Office, located in Richmond at 2901 Hermitage Road. Repeat grant submissions must include a progress report detailing successes to date. Note: the application deadline is the date the application must be received at ABC, not the postmarked date.

The application is due on June 4, 2004 (5 p.m.).

PROPOSAL EVALUATION

Program proposals will be evaluated on the following criteria in no particular order:

- Innovative and creative ideas
- Expected number of people reached through the proposed program
- Demonstrated ability to gain broad-based organizational and/or community support for the proposed program
- Ability to show the link between enforcement and the community in combating underage drinking and reducing heavy drinking among those of age
- The extent to which the program addresses campus/community need for underage alcohol prevention and enforcing drinking laws
- Mechanisms established within the plan to ensure effectiveness and accountability
- Ability to demonstrate a group's readiness to start, enhance or expand law enforcement activities

- Strong evidence of a good working relationship between campus law enforcement or security and campus substance prevention office
- Demonstrated review of current policies and enforcement procedures in relation to substance abuse issues
- Strong evidence of collaboration among campus law enforcement or security, local ABC agent(s) and local law enforcement
- Repeat grant submissions will be evaluated on progress made in 2003-2004. Special attention will be given to the timeliness of prior report submissions.
- Evaluation is vital to the proposal. Explain what will be done and how it will be measured

What happens if your institution receives a grant?

- Your institution will be required to attend the ABC College Conference. Representation must include campus law enforcement and the substance abuse education office.
- Your institution may be required to attend trainings for campus law enforcement. Specific details of the required trainings will be made available after grants are awarded.
- About one month after receipt of award, the grantee institution will receive the first of two installments of the awarded budget. The second installment will be awarded after receipt and review of the first progress report, which is due to ABC on Friday, December 3, 2004. ABC reserves the right to delay and/or deny award of the remaining funds if the progress report is incomplete or unacceptable.

Please note: After the award of funds, any changes in the budget, which exceed 10 percent of the total budget, must be submitted in writing for approval to the Virginia Department of Alcoholic Beverage Control Education Section.



COMPLETING THE APPLICATION...

REPORTS

All reports will need to be formatted according to ABC's special requirements. These requirements will be furnished to you upon award of the grant. ABC's reporting format must be followed. Failure to follow the format or tardy reports may hinder your future funding opportunities.

- The **Progress Report** is due to ABC Education by: **December 3, 2004.**
- The **Final Report** is due to ABC Education by: **June 24, 2005.**

Please send a final draft of all print material produced through this grant to ABC for review before any final printing occurs. Two copies of all materials created directly or indirectly through this grant (press releases, news articles, brochures, posters, photos, etc.) are also to be included with your grant progress and final report. When possible, please be sure to keep multiple copies in your file to be sent to ABC upon request.



YOUR GRANT APPLICATION IS DUE JUNE 4, 2004 AT 5:00 PM.

Please note that this is the deadline date the application must be received, not the postmarked date.

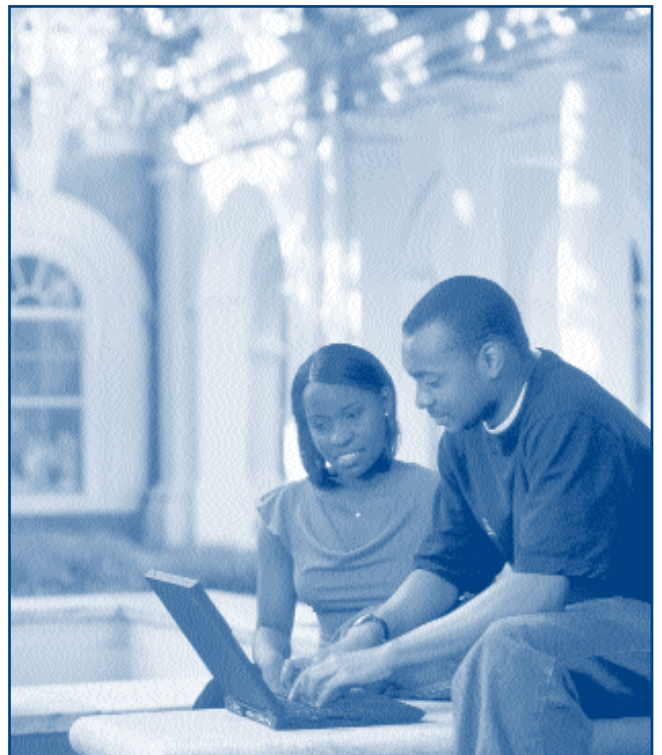
Note: Faxes and e-mails will not be accepted for the grant application.

Please mail your original and four unbound copies of your grant application to the following address:

Virginia Department of Alcoholic Beverage Control
attn: Education Section/Operation Undergrad
2901 Hermitage Road
Richmond, VA 23220
Phone (804) 213-4688

NOTIFICATION INFORMATION

Grant award letters will be mailed by June 25, 2004.





Grant Application

OPERATION UNDERGRAD

2004-2005

Grants are available for up to \$7,500. When completing this form, please refer to *Completing the Application* for detailed instructions.

THE INSTITUTION OF HIGHER EDUCATION:

Applicant School _____

Address _____
Street or Post Office Box City State Zip

Phone _____

PROJECT ADMINISTRATION:

Project Coordinator _____ Title _____

Address _____
Street or Post Office Box City State Zip

Daytime Phone (_____) _____ Fax (_____) _____

E-Mail Address _____

PROJECT DESCRIPTION:

Project Title _____

Project Start Date _____ Project End Date _____

Project Focus: ☐ Education ☐ Enforcement ☐ Community Involvement ☐ Off-Campus ☐ Other

*See detailed instructions: Project Description & Timeline

BUDGET:

Amount requested from VA ABC (up to \$7,500) _____

Income from other sources: Cash \$ _____

Other Donations _____

*See detailed instructions: Itemized Project Budget & Budget Justification

LETTERS OF SUPPORT: Attachment: Four letters of support from different offices, agencies or organizations.

SIGNATURE:

Signature of Project Coordinator _____ Date _____

Name (please print) _____

Signature of Chief Executive Officer _____ Date _____

Name (please print) _____

The best way to ensure you have the latest information about the Virginia ABC is to visit our Web site at www.abc.state.va.us.
You may also contact ABC Education directly: ABC Education • 2901 Hermitage Road • Richmond, VA 23220
Phone: (804) 213-4688 • Fax: (804) 213-4457 • E-mail: education@abc.state.va.us